



January 27, 2009

Dr. T.K. Wetherell
President
Florida State University
211 Westcott Building
Tallahassee, FL 32306-1470

OPE ID: 00148900

Dear President Wetherell:


This letter constitutes our written request to the officials of Florida State University for access, beginning February 10, 2009, to the HEA records, staff and students of Florida State University (the University; FSU), Tallahassee, FL, so that Ms. Sherry Blackman, Mr. Clifton Knight, Ms. Geneva Leon, and Mr. James Moore can conduct a program review at FSU. This program review will evaluate FSU's compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). FSU was selected from a sample of institutions of higher education with sworn police departments for a review as part of our on-going efforts to ensure compliance with the Clery Act. This review is not the result of any specific complaint or allegation of non-compliance.

We have scheduled this program review to coincide with the Quality Assurance Review (QAR) that the Federal Bureau of Investigation's Criminal Justice Information Service (CJIS) Audit Unit will be conducting at FSU. The U.S. Department of Education (ED) is partnering with the CJIS Audit Unit to ensure accurate crime reporting on America's college campuses. The regulatory authorities for this visit are cited below.

34 CFR Section 668.24(d)(2) "An institution shall make its records readily available for review by the Secretary or the Secretary's authorized representative at an institutional location designated by the Secretary or the Secretary's authorized representatives."

34 CFR Section 668.24(f)(1) "An institution that participates in any Title IV, HEA program and the institution's third party servicer, if any, shall cooperate with an independent auditor, the Secretary, the Department of Education's Inspector General, the Comptroller General of the United States, or their authorized representatives, a guaranty agency in whose program the institution participates, and the institution's accrediting agency, in the conduct of audits, investigations, program reviews, or other reviews authorized by law."

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34 CFR Section 668.24 (f)(2) "The institution and servicer must cooperate by - (ii) Providing reasonable access to personnel associated with the institution's or servicer's administration of the Title IV, HEA programs for the purpose of obtaining relevant information."

Failure to provide access to the program review team will result in the U.S. Department of Education initiating an administrative action against the institution. An administrative action may include, but is not limited to: the imposition of a formal fine and/or the limitation, suspension or termination of the institution's Title IV program participation, pursuant to 34 CFR Part 668, Subpart G.

The program review team will arrive at the FSU Police Department at approximately 9:00 A.M. on Tuesday, February 10, 2009. At that time, the program review team will discuss the program review process with FSU Police officials and will conduct a preliminary examination of the materials requested below. After this initial briefing, we will conduct an entrance interview with representatives from all offices with responsibilities for any aspect of FSU's campus security and student disciplinary programs. Representatives from other offices are also welcome to attend and participate. We ask that you or your designee determine who should be in attendance and notify those officials accordingly. Please also arrange for an appropriate meeting space for the entrance conference.

The review will focus initially on FSU's Clery Act compliance during calendar year 2007 but may be expanded if necessary. We respectfully request that the University make every effort to provide the review team with immediate access to all requested records and information sources. We will need unrestricted access to unredacted originals of incident reports generated by FSU's Police Department and other offices involved in security-related functions such as Judicial Affairs, Residence Life, and Student Affairs. Please be advised that we will endeavor to protect the confidentiality and privacy rights of all individuals identified in records that are provided to ED officials.

Our access to employees and students for the purposes of conducting interviews is an essential part of the review process. As such, we request your assistance to help ensure that employees and students make themselves available in as timely a manner as possible.

At the conclusion of the review, the review team may meet with institutional officials to discuss any preliminary findings, recommendations, and next steps. Follow-up telephone conferences may be necessary as well. FSU will receive an official written report at a later date.

Please have the following materials available for our review upon our arrival at the FSU Police Department on February 10, 2009:

1. A listing of all FSU officials (name & position) scheduled to participate in the program review entrance conference;

2. A copy of the catalog and student handbook for the University and for each separate College, school, division or location within FSU for academic years 2006-2007 and 2007-2008;
3. A listing of all incidents of crime reported to the FSU Police Department or other campus security authority in calendar year 2007;
4. An "audit trail" of all incidents of crimes (organized by category of crime and incident report number) reported to the FSU Police Department or other campus security authority that were included in the statistical disclosures contained in FSU's Campus Security Reports for calendar year 2007;
5. A listing of all arrests and disciplinary referrals for violations of laws or institutional policies involving alcohol, illegal drugs, illegal usage of legal controlled substances, and weapons during calendar year 2007;
6. An "audit trail" of all arrests and disciplinary referrals that were included in the Campus Security Reports for violations of laws or institutional policy involving alcohol, illegal drugs, illegal usage of legal controlled substances, and weapons during calendar year 2007;
7. A listing of all timely warnings issued by FSU during calendar year 2007 and a description of the means or media used to disseminate the warning;
8. A copy of FSU's daily crime log for calendar year 2007 (either hardcopy or electronic);
9. A listing of all Campus Security Authorities for Clery Act purposes (positions and offices are sufficient);
10. A copy of the organizational chart for the policing and security-related functions for the University and for all Colleges, schools, etc. within FSU;
11. A complete set of the FSU Police Department's Standard Operation Procedures regarding the following functions (dispatch, response to calls, report writing, arrests including issuance of citations, and protocols for arson, sexual assault, and active shooter scenarios);
12. University data showing the percentage of current students enrolled receiving Title IV, Federal Student Aid program funds;
13. A complete set of all applications, brochures, disclosures, forms, and other publications normally distributed to 1) prospective students; 2) prospective employees; 3) first-time students; and, 4) new hires of the University and all Colleges, schools, etc. within FSU;

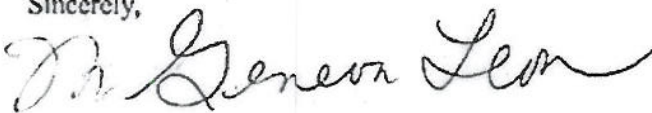
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President
Florida State University
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14. Copies of all agreements and/or contracts with any agencies or organizations that provide any protective service, security, counseling, or other service related to the University's policing, security and safety programs;
15. A detailed description of all dispatch/response and recordkeeping systems (hardcopy; software; etc.) utilized by any University office or contractor with security-related responsibilities (FSU Police, Judicial Affairs, Residence Life, Student Life; etc.);
16. Copies of all campus, patrol, and/or sector maps (with legends) utilized by the FSU Police, contract security agency, and/or the University's real estate office;
17. A comprehensive listing of all buildings and land owned or controlled by the University including leased property;
18. A listing of all buildings and land owned by any University-recognized student organizations including leased property; and,
19. Copies of the two most recent Campus Security Reports prepared and distributed by FSU for purposes of complying with the Clery Act.

Access to additional records and information will be requested at the onset, and throughout the review process as needed. Please note that subsequent requests may cover time periods other than those specified above. We look forward to working with you and your team at FSU. We respectfully request that you emphasize the importance of this review so that we can make the best use of everyone's time and resources.

If you have any questions, please do not hesitate to call Mr. James Moore on (215) 656-6495. Thank you in advance for your cooperation throughout the program review process.

Sincerely,



M. Geneva Leon
Team Director

cc: Chief David L. Perry, FSU Police Department
Mr. Darryl Marshall, Director of Financial Aid, FSU